

This Notice Expires 1 February 1978

PERSONNEL

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21 January 1977

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### CIA RETIREMENT AND DISABILITY SYSTEM

1. A major change in the method of designating employees as participants in the CIA Retirement and Disability System (CIARDS) became effective 1 September 1976.
2. Prior to that date, employees were designated as participants in CIARDS:
  - a. After they had completed five years of Agency service if they had performed a minimum of 18 months of qualifying service; or
  - b. After ten years of Agency service if they had performed a minimum of 36 months of qualifying service; or
  - c. After fifteen years of Agency service if they had performed a minimum of 60 months of qualifying service.
3. The records of employees designated as participants prior to the completion of fifteen years of Agency service were reviewed when the participants completed 10 or 15 years of Agency service to ensure the employees continued to meet qualifying service standards for the number of years of Agency service completed. If the review indicated minimum periods of qualifying service were no longer met, employees were removed from CIARDS participation.
4. The practice of designating as participants in CIARDS those employees with 18 and 36 months of qualifying service for five and ten years of Agency service, respectively, has been discontinued. Employees must now complete a minimum of 60 months of qualifying service before they can be designated as participants in CIARDS.
5. Employees who are currently participants, but have completed less than 60 months of qualifying service, will be allowed to remain in CIARDS until their next regular review date. If they have not completed the required 60 months of qualifying service at that time, they will be removed from CIARDS participation. These reviews will continue until all participants with less than 60 months of qualifying service are either removed from or attain permanent participation in CIARDS.
6. A former participant may be redesignated a participant in CIARDS upon completion of 60 months of qualifying service.
7. Service qualifying an Agency employee for designation as a participant in CIARDS is performance of duty:

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